

**COUNTY OF LOS ANGELES-DEPARTMENT OF MENTAL HEALTH**

**OFFICE OF THE DIRECTOR**

**550 South Vermont Avenue, Los Angeles, CA 90020**

**VACANCY ANNOUNCEMENT**

**THIS IS NOT AN OFFICIAL EXAMINATION-  
COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY**

**SECRETARY III**

The Office of the Director is recruiting to fill a Secretary III position to provide secretarial support for the Office of the Director. The person selected for this position will be located at 550 South Vermont.

**EXAMPLES OF DUTIES:**

- Answer the phone and provide resources to callers
- Answers questions via phone and e-mail from within and outside of the Department, including Board offices and other governmental agencies
- Provide back-up phone secretarial coverage
- Take and transcribe meeting minutes weekly
- Inventory office supplies and order supplies as needed
- Timekeeper for pay location
- Pickup, screen, and distribute incoming mail
- Responsible/coordinate services for the scanner/fax/copier machines
- Volunteer Liaison for pay location
- Track Board Office referrals

**DESIRABLE QUALIFICATIONS:**

1. Strong interpersonal skills
2. Computer knowledge and skills with word and Outlook
3. Excellent written and oral communication skills
4. Strong time management, organizational skills, and attention to detail
5. Ability to prioritize and to adjust priorities as needed
6. Ability to multi-task throughout the day and to work with interruptions
7. Flexibility and willingness to alter planned work flow as needed
8. Ability to work as a member of an interdisciplinary team to collaborate with other DMH staff
9. Commitment to improving the quality of work processes

Qualified individuals holding the title of Secretary II or Secretary III should **fax or email** their resume, last master time sheet, and last two (2) Performance Evaluations to Thao Do on or before **November 9, 2012.**

For Additional Information Please Contact

Thao Do  
(213) 738-4602  
Fax: (213) 386-1297

**AN EQUAL OPPORTUNITY EMPLOYER**